**War Child UK Afghanistan**

**Request for Proposal**

**Provision of Air Tickets for Domestic and International Flights for WCUK Staff under a Framework Agreement as per attached Annex A "Terms of Reference**

**PD No: WCUK-HRT-24-000759**

**ISSUANCE DATE: 22 April 2024**

**Closing Date/Time: 10:00 AM, 02 May 2024**

# About WCUK: War Child, the charity for children affected by war. We work with children who, as a result of conflict, live with a combination of poverty, exclusion and insecurity. These children might include street children, child headed households, children conscripted into armed groups, and children who have been put in prison.  Our mission is to protect, educate and stand up for the rights of children caught up in war, in some of the worse conflict-affected places. We look forward to a world in which the lives of children are no longer torn apart by war. This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

The winning travel agency bidder(s) will enter into a fixed price Framework Agreement (FWA) for period of one (1) year with possibility of extension for an additional year subject to the need and service provider reliability. WCUK anticipates selecting more than one Travel agency for these services and will issue more than one FWA, Purchase Order (POs) will be issued based on the number of tickets at the end of each month, tickets will be procured from the travel agency with the lowest price.

# DETAIL OF SERVICES: We are looking to find potential travel agencies through competitive process to book Domestic and International Flights’ tickets for WCUK Staff:

**Note**: Please keep in mind that the tax will only be deducted from the total amount of each and will be paid to MoF/DoF as per the income tax law.

**ELIGIBILITY CRITERIA:** WCUK will evaluate proposals based on following professional qualifications, experience, and expertise required:

**Selection Criteria:** The method that will be applied for evaluation of the travel agency is (Technical 45 + Financial 55 scores) which includes.

WCUK will evaluate proposals based on following criteria and scores:

|  |  |
| --- | --- |
| **Criteria** | **Possible Score to Obtain** |
| The travel agency must be registered with relevant ministry and provide copies of the following documents.1. Valid business license
2. Copies of NID or Passport of president and vice president
 | \*Provided All copies = 5%\*One document = 2.5%\*No document = 0% |
| The travel agency must demonstrate previous experience in similar services and provide at least three copies of contracts/POs of the same nature from different International/National organizations/NGOs. **Note: WCUK will not accept more than 1 contract from an organization.** | \*3 Contracts = 30%,\*2 contracts = 20%,\*1 contract = 10%,\*No contract = 0% |
| Travel agency to provide/share 3 official references (Not personal) to verify past performance of their experience for providing tickets. | \*3 References = 10%\*2 References = 6.66%\*1 Reference = 3.33%\*No Reference = 0% |
| Financial Proposal will be evaluated using below formula: Lowest percentage x 50% score / offeror’s percentage. | **55%** |

**Period of Validity of Quotes:** The quote shall remain valid for 30 Days after submission of quote.

**Travel agency to fill in the following form and attach this bid notice with their proposal:**

|  |
| --- |
| **Travel Agency Information** |
| Travel agency Name: | Stamp and sign |
| Legal Address: |
| Name of Signatory: |
| Designation:  |
| Date: |
| Phone#: |
| Email: |

Note: Following will have to be considered by Suppliers:

* Registration sheet for proposal should be signed upon submission of the proposal by vendors.
* All Pages of this Bid Notice, WCUK RFQ Format, will have to be signed/stamped by vendors; otherwise, their proposals will be disqualified during the evaluation stage.

**Submission Guideline:**

WCUK only accepts signed/stamped hard copies proposals sealed properly in envelopes and submitted to WCUK’s office in Kabul and Herat at the addresses mentioned below:

1. WCUK Herat Office address: District 3rd, South of 5 Rahe-e- Badmarghan, In front of old Herat Mall, Herat – Afghanistan | Contact Number: 0794010610
2. WCUK Kabul Office Address: House # 14, Street # 3rd, Taimani Sabeqa, Kabul, Afghanistan- Contract numbers: 0728 895 242 | 0729 111 505.

**Questions:** Please send your advance questions to the WCUK Procurement Department through email indicating your questions to RFQquestions@warchild.org.uk before 10:00 A, Afghanistan time on 2nd May 2024.

Only the written answers issued by WCUK will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of WCUK, or any other entity will not be considered valid responses to any questions regarding this RFQ.